

Willard School Building Committee  
Minutes of October 18, 2006

Pursuant to a notice duly filed with the Town Clerk of Concord, a meeting of the Willard Building Committee was held at Willard Library.

**Deleted:** the Ripley Building,  
Conference Room 1

Members present: David Anderson, Scott Bates, Philip Benincasa, Franklin Cannon, Pat Fernandes, Brenda Finn, Ted Hanselman, Richard Keleher, Anthony Logalbo, Jerry Wedge,

**Deleted:** Pat Nelson,

Members Absent: Pat Nelson, Christopher Whelan, Jim Terry

Others Present: Michael Lawson, Finance Committee Observer; David Wilson, resident; Alice Lencioni, resident; Bonnie Gallagher, resident

The Meeting was called to order at 6PM.

1. Upon a motion duly made and seconded, the Committee VOTED to approve the minutes of September 27, 2006 and October 4, 2006.
2. **Progress Report on Project Manager RFP.** Tony Logalbo distributed RFP #179. He reported that the RFP notice is in the Central Register released on October 17<sup>th</sup> and that the Town has received twelve inquiries already. The RFP will be published in the *Concord Journal* on October 19, 2006. The due date for the Town to receive proposals is November 8<sup>th</sup> at 10AM.

Tony stated that the bulk of the RFP packet is the MSBA draft contract for Project Manager Services. The Committee should review the packet promptly and bring any major errors or omissions to his attention before 11AM October 19<sup>th</sup>, at which time he will begin distribution to interested proposers. Tony will provide proposals to each member of the committee on November 8<sup>th</sup>. There will be one week to review after which the committee will decide which proposers to interview. It is expected that there will be 3-5 interviews. The Committee decided to interview at 6PM on November 29<sup>th</sup> and 30<sup>th</sup> at Ripley Administration Building. A typical scenario is to have each proposer speak to his or her qualifications in terms of the selection criteria for up to twenty minutes, followed by questions from the Committee for another forty minutes. Once the proposer is excused the Committee will discuss its reaction to the proposal.

Tony explained that hiring is based on the requirements of C. 193 of the Acts of 2004 as well as the bid procurement law and will be done by the Town Manager. The Committee will make a recommendation to the Town Manager on the criteria listed in the RFP. The recommendation will be on a scale of least to most advantageous.

3. **Progress Report of Draft RFP for Designer Services.** Scott Bates distributed an early draft that does not yet include the MSBA Contract for Designer Services. That contract is not yet available. He asked for input promptly so that it could be

amended and distributed. Tony Logalbo stated that Paul Griffin of CMS who is the PM for the Alcott and Thoreau School Building Projects has agreed to review the RFP and that the Finance Department will help with legal questions. The Committee reviewed the schedule, considered which documents should be included, and whether the list of consultant services was complete.

Jerry Wedge stated that he had a conversation regarding the interim Project Manager with Town Manager Chris Whelan. Chris proposed that the Town use Paul Griffin as the interim PM until the selection of the permanent PM. He believes that it is safer to use Paul who has recent experience with elementary school construction. The Town Manager has the authority to add to Paul's existing contract to do this.

There was discussion regarding whether the design portion of the Willard Building Project would include bid documents and construction bidding. There was consensus that this would be 80% completion, not the 70% stated in the draft RFP. The appropriation, \$1.84MM, approved at Town Meeting is assumed to include the architect fees through bidding.

4. **Draft Project Schedule.** Jerry Wedge distributed a draft project schedule that is based on September 2009 occupancy. He assumed eighteen months for construction, a six week period to bid, design process, Special Town Meeting action, septic work, and community meetings. He stated that this schedule is tight, but doable. The Committee discussed whether this schedule was possible.

The Committee discussed whether the Willard septic system would ordinarily need to be replaced. Brenda Finn reported that it was working well but beyond its design life. If replaced before construction, using Capital Improvement Plan funds it could save time. The cost would be approximately \$250,000.

5. **New Business.** The Committee decided to make a visit to Whitman Hansen School as part of its designer selection site visits. There was discussion regarding adding the Building Committee to the Town and School websites.
6. **Citizen Comment.** David Wilson stated that he supported getting a survey of the parcel and including permanent bounds. Regarding the septic system, he stated it was capable of lasting indefinitely even though the technology is outdated. David suggested that the building project become part of the school curriculum. David stated that he was troubled by the schedule proposed this evening. In his opinion, the success of the project will be dependent upon the architect selection; to not allow sufficient time for completion is irresponsible.

Upon a motion duly made and seconded, the meeting adjourned at 7:55 PM.

Respectfully submitted,

Ruth C. Lauer, Clerk  
Approved: